



## **Covid-19 Virus Plan.**

**May 15, 2020**

### **Ongoing Production and Communication:**

At **Nanogate North America**, our first priority is the health and well-being of our employees and customers.

The situation with COVID-19 (Corona virus) will be with us for some time, but **Nanogate North America** must continue to operate, making quality parts for our customers. There will be disruptions to our normal routine of life, but we have been through tough times before. We must all take our part.

As we monitor ongoing developments and safety information related to the Coronavirus (COVID-19), we will be following and communicating guidelines from public health authorities, including OSHA and the Centers for Disease Control (CDC), while working to protect the well-being of our employees.

Please, don't start unfounded rumors. If you have a question, ask your supervisor, and we will get you the answer.

### **United States Department of Labor Guidelines:**

We are classified as a low risk facility –Lower Exposure Risk (Caution)  
**OSHA 3990-03-2020**

*Lower exposure risk (caution)* jobs are those that do not require contact with people known to be, or suspected of being, infected with SARS-CoV-2 nor frequent close contact with (i.e., within 6 feet of) the general public. Workers in this category have minimal occupational contact with the public and other coworkers.

## Engineering Controls

Additional engineering controls are not recommended for workers in the lower exposure risk group. Employers should ensure that engineering controls, if any, used to protect workers from other job hazards continue to function as intended.

## Administrative Controls

- Monitor public health communications about COVID-19 recommendations and ensure that workers have access to that information. Frequently check the CDC COVID-19 website: [www.cdc.gov/coronavirus/2019-ncov](http://www.cdc.gov/coronavirus/2019-ncov).
- Collaborate with workers to designate effective means of communicating important COVID-19 information.

## Personal Protective Equipment

Additional PPE is not recommended for workers in the lower exposure risk group per OSHA. Workers should continue to use the PPE that they would ordinarily use for their job tasks.

## Nanogate North America Workplace Controls

- Workers are to stay home if they are sick.
  - Take your temperature before coming to work, if it is over 100.4F call in and stay home. Your supervisor is to be notified if you are not feeling well at work.
  - If you or anyone in your household displays symptoms of COVID-19 (fever of 100.4 or above, dry cough, shortness of breath), STAY HOME and do not return to work until:
    - Three days have passed since your recovery, which means the fever is resolved without the use of fever-reducing medication and respiratory symptoms have improved; **and**
    - At least seven days have passed since you first experienced symptoms
- Supervisors can require a temperature to be taken if an employee is exhibiting symptoms (fever, cough, shortness of breath).

- We are staggering the starting times so everyone can be screened as they return to work. **Ebrite and BMC** will only have access to enter through the back (R&D timeclock Door) and **Molding/Paint** lines will only have access to enter through the front door (Lunchroom time clock).
- **Clocking in : Effective May 18<sup>th</sup> first shift**
  - BMC start times 6am/2pm/10pm beginning 15 min prior to shift start. Enter at R&D time clock.
  - Ebrite start times 6:30am/2:30pm/10:30pm beginning 15 min prior. Enter at R&D time clock
  - Molding start times 7:30am/3:30pm/11:30pm beginning 15 min prior. Enter at Main time clock ( by front break room)
  - Paint Line start times 7:00am/3:00pm/11:00pm beginning 15 min prior. Enter at Main time clock ( by front break room)
  - Use main employee entrance or R&D entrances only.
  - Employees will clock in and out as usual. We will take into account any delays due to congestion at the time clocks.
- Anyone working within 6 feet of another person must wear a face covering, unless a barrier has been installed between you and other employees. Chairs are being removed from break rooms to prevent congregating. Breaks can be taken in vehicle or outside to minimize group settings.
- If you have concerns about pre-existing conditions that could increase the severity of a Covid-19 infection, talk to your supervisor or HR.
- Plexiglas between work stations is being installed in BMC area and bolted to the floor to minimize people moving them around.
- Hand sanitizer is available throughout the plant.
- We recommend employees keep a water bottle on hand while at work. It is suggested that drinking water reduces your chances of getting the virus.
- We have provided the antibody test for coronavirus - Most people have now been tested
- Work areas are to be kept clean.
- Gloves are available at all workstations if employees would like to wear them.
- Refrain from touching your eyes, nose and mouth
- Cover your cough or sneeze with a tissue, then throw it in the trash
- **Wash your hands, use soap and water for 20 secs (if soap is unavailable hand sanitizer that has at least 60 % alcohol can be used.)**

- Workers are encouraged to wear cloth masks over their nose and mouth to prevent spread of the virus.
  - CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain (e.g., grocery stores and pharmacies) especially in areas of significant community-based transmission.
  - Nanogate North America will offer masks at the worksite, free of charge, and employees are encouraged to bring in their own masks. (Nanogate will only give 1 cloth, reusable mask free of charge after that they will be available for purchase.)
- Each line will allow ten minutes at the end of their shift to wipe down all surfaces with germicidal cleaner. Disinfect all touched surfaces between each shift. (Spray rags, not keyboards, to disinfect)
- Frequently perform enhanced environmental cleaning of commonly touched surfaces, such as workstations, countertops, railings, door handles Workers are trained on how to properly put on, use/wear, take-off, and maintain protective clothing and equipment.
- Signage is in place to remind employees about hand washing and covering coughs and sneezes.
- Workers are discouraged from using other workers' tools and equipment.
- Workers are encouraged to report any safety and health concerns.
- All employees should continue to follow standard call in procedures.
- Remember, do not discuss employee-specific details related to absences with other employees.

**If we work together we can make this startup successful, our families are counting on us.**